

**COMMITTEE TERMS OF REFERENCE TEMPLATE**

*The following template shall be used when drafting Terms of Reference for APAC Committees, and may be used for drafting Terms of Reference for any Working Groups established within APAC.*

*The purpose of the template is to provide guidance and to act as an aide-memoire for those persons involved in drafting Terms of Reference. It also helps provide a uniform approach within APAC.*

*Where appropriate and necessary, suggestions for changes to the wording may be considered during the drafting and approval processes.*

*Where information is required to be inserted into the template text, this is indicated by the instruction: < >. Where the text is optional, this is indicated by << >>.*

**Terms of Reference**

**<INSERT NAME OF COMMITTEE>**

1. **Definitions and Interpretations**

The definitions that apply to the activity of this committee are those established in the APAC Constitution and any further definitions as follows:

<*enter any further definitions not already covered in the Constitution*>

Interpretations of these definitions in the business of this committee can be provided by the APAC Secretary.

1. **Purpose**

The purpose of the Committee is to:

<*Provide a brief description of the reason and objectives of the Committee. Include reference to relevant requirements in law, the Constitution, IAF or ILAC documents, or in international standards as necessary*>

1. **Functions, responsibilities and powers**

The functions, responsibilities and powers of the Committee are to:

<*Insert a list of activities or task that the Committee are expected to perform, including the type of outputs required (e.g. to periodically review, to make decisions or provide advice)*>

1. **Composition**

**4.1 Membership**

Members to the Committee shall be nominated by <*APAC Full Members, Associate Members, Affiliates*> and approved by the Executive Committee.

The composition of the Committee shall have a minimum of <*x*> participating members, and a maximum of <*x*> participating members.

The APAC Secretariat shall maintain a list of members of the Committee based upon information provided by the Committee Chair. The list shall include name, organisation, contact details, appointment date and membership expiry date.

Each member shall be designated as either: P = Participating member, O = Observer member, or X = Ex-officio member.

The term of membership to the Committee is three (3) years concluding at the end of the General Assembly meeting in the third year of the membership.

**4.2 Chairperson**

The participating committee members shall elect the Chair, whose appointment shall be ratified by the Executive Committee, by simple majority. If the Committee is unable to agree and elect a Chair, the Executive Committee will appoint a Chair.

The participating committee members may elect a Vice-Chair; this appointment does not require ratification by the Executive Committee.

**4.3 Secretary**

The secretariat of the Committee shall be provided by the APAC Secretariat.

***4.4 <<Competence of Committee members*>>**

*<<Where necessary, specific competencies may be required to be a participating member of a committee. In these cases, the following table can be used>>*

*<<The following competencies for participating members in the committee are desirable/essential:>>*

|  |  |
| --- | --- |
| ***Competence criteria*** | ***Description*** |
| *Education and qualifications* |  |
| *Training and skills* |  |
| *Technical knowledge and experience* |  |
| *Fulfilment of recognised requirements* |  |
| *Personal attributes* |  |

**4.5 Declarations and commitments**

Committee members shall conduct their activities in line with the APAC Code of Conduct set out in APAC GOV-002 APAC Regulations and Codes.

1. **Meetings and Records**
   1. **Meetings**

All Committee members are expected to attend each meeting in person or, if the facility is made available, via tele- or video-conference.

In the absence of the Chair of the Committee, the Committee Vice Chair shall act as the Chair for that meeting.

The APAC Secretary, or delegate, shall attend all meetings except when the Committee Chair declares a matter is to be discussed without their presence.

* 1. **Frequency**

The Committee shall meet at least <*enter value*> every 12 months.

* 1. **Notice, agendas and working documents**

The Committee Secretary shall distribute a notice of each meeting confirming the date, time, venue and agenda to each member of the Committee at least <*insert value*> days prior to the date of the meeting. The notice of the meeting shall also include details of the relevant supporting working papers to be discussed.

Meeting papers shall be distributed to each member of the Committee at least <*insert value>* days prior to the date of the meeting.

* 1. **Quorum**

The quorum for a meeting to be held and for voting and decision-making to take place shall be at least one-half of the Committee members listed.

* 1. **Other attendees**

The Chair of the Committee may invite any person to attend meetings of the Committee, for all or any part of the meeting. Such attendees shall not have voting rights or participate in decision-making.

* 1. **Access to information and advice**

The Committee shall have the appropriate resources to discharge its duties and responsibilities, for example <*including engaging counsel, accountants or other experts, as it considers appropriate etc*>.

* 1. **Voting and decision making**

The Committee shall seek to reach decisions by a process of consensus but in the event that a vote is necessary, a simple majority of committee members attending the meeting is required.

Observer and ex-officio members do not take part in decision making.

* 1. **Reporting to the Executive Committee**

The Chair of the Committee (or person nominated by the Chair of the Committee for that purpose) shall report to the Executive Committee at the Executive Committee’s next meeting on all matters relevant to the Committee’s role and responsibilities.

* 1. **Minutes and records**

Minutes of proceedings and resolutions of the Committee shall be kept by the APAC Secretariat. Minutes shall be prepared and confirmed by the Committee Members in attendance at the next meeting.

All meeting agendas, papers, resolutions and minutes shall be kept in accordance with the Retention Periods set out in APAC MS-001 Document and Records Control.

1. **Committee Performance Evaluation**

The Committee shall review its performance by self-assessment, at least once every two years.

The performance evaluation shall take into account the extent to which the Committee has met its responsibilities under this Terms of Reference.

The Committee shall present to the Executive Committee annually a report of its activities for the previous financial year, and on its performance following the performance evaluation.

1. **Review and Changes to the Terms of Reference**

The Committee shall review its Terms of Reference from time to time and make recommendations to the Executive Committee as to any changes it considers should be made.

Amendments to these Terms of Reference may be suggested by any Committee member.

The Committee shall endorse suggested changes from members by consensus. In the event that a vote is necessary, a simple majority of committee members attending the meeting is required.

Endorsed suggested changes to these Terms of Reference may be approved by the Executive Committee.

1. **Amendment Table**

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. |
| End |  |